Subject: Change Control Board (CCB) Standard Operating Procedure (SOP).

1. **Background:** The Civilian Personnel Management Service (CPMS) is responsible for the operation, sustainment and maintenance of the modern Defense Civilian Personnel Data System (DCPDS). The contractor must implement and process Systems Change Requests (SCRs) for each quarterly release cycle in support of modern DCPDS. Requests are submitted by designated system users; reviewed, prioritized, and recommended by the CCB; submitted to the Director, CPMS, for final review; and forwarded to the CPMS contractor for action.

2. Purpose: This SOP augments the CCB Charter and provides procedures that will be followed to implement authorities contained in the CCB Charter. The roles and responsibilities of CCB members are detailed in the CCB Charter. This SOP clarifies those roles and responsibilities.

3. CCB Rules and Procedures:

a) Action Item Ordering:

1. CCB members appoint representatives to the subordinate SCR Working Group (SCRWG) to review and evaluate SCRs prior to the formal CCB meeting. Work designated as "in scope" receives priority consideration for each quarterly patch cycle. The SCRWG will recommend how SCRs are ordered and presented to the CCB, and establish the number of SCRs to be considered in each quarter. Before each CCB meeting, SCRWG members will brief their respective Component CCB members on SCRWG recommendations.

2. The SCRWG will forward SCRs to the modern DCPDS Engineering Review Board (ERB) when the SCR requires additional off-the-shelf/non-developmental equipment or software. The ERB will evaluate the SCR for technical changes to the modern DCPDS hardware configuration, non-application software, and network connectivity.

3. Items submitted for SCRWG consideration will be categorized and provided in chronological order (date of CPMS receipt). No preference order is implied prior to CCB ranking.

4. All SCRs remain active unless closed (see procedures in Open Requests, paragraph j) below). SCRs that remain open are reranked during subsequent CCB deliberations.

b) Action Item Presentation: The SCRWG prepares SCR items (including documentation) and ranks and lists them in recommended priority order, for CCB consideration. Documentation for each SCR considered will be provided to the CCB.

c) CCB Discussion: Component sponsors brief each SCR to the full CCB, upon request. Each briefer will be given five minutes to explain the item, prior to CCB discussion/questions. Non-voting members brief their respective issues and participate in the discussion.

d) Regular Meetings: CCB meetings will be coordinated and scheduled for the end of each fiscal year quarter. Data collection will occur during the first two months of the quarter. This will include documentation and submission of proposed SCRs, impact statements (when appropriate), and a rough order of magnitude (ROM) from the contractor. The data will assist the SCRWG in recommending SCRs to the CCB. At the end of the second month of the fiscal quarter, the SCRWG will meet to review the open actions and conduct the initial prioritization of SCRs. This prioritization will be submitted to the CCB, as described in the Action Item Ordering section above. The CPMS COTR will advise the SCRWG on the required level of effort.

e) Emergency Meetings: Emergency meetings will be scheduled, as needed, to consider such issues as the reordering of priorities due to new or changing requirements. The need, location, and duration of emergency meetings will be coordinated by CPMS.

f) SCR Form and Submission: All requests will be submitted on the SCR Form along with supporting documentation (see attachment). The submitter will include an impact statement, as appropriate. The following process will be followed for CCB actions:

1) All requests for change will be submitted to CPMS-AMD, the Modern System Development Branch, Regionalization and Systems Modernization Division.
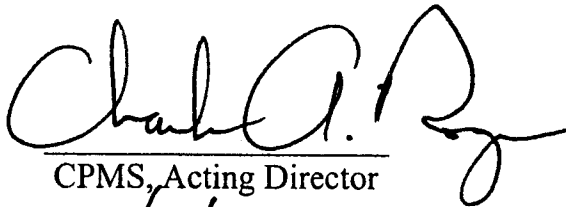
2) CPMS-AMD will provide each SCRWG member a copy of all SCRs to be ranked, 10 days prior to the scheduled SCRWG meeting.
3) SCRWG will review and prioritize all open SCRs.
4) CPMS-AMD will forward the complete listing to the CPMS COTR, who will forward the document to the contractor.
5) CPMS-AMD will forward completed package to the CCB Secretary.
6) The contractor will return the package to the CCB Secretary.
7) The CCB Secretary will forward read-ahead packages containing the recommendations from the SCRWG to the CCB members and PMs at least 10 working days prior to the scheduled CCB meeting.

g) Emergency Requests: Components must identify emergency SCRs and include appropriate justification. Emergency SCRs may not require SCRWG review based on the individual circumstances underlying the need for the SCR, the timing of the next SCRWG meeting, and the urgency of the SCR.

h) Component Membership Changes: Component Executive Committee members will advise the CCB Chairperson in writing regarding changes to the designated primary or alternate CCB members. In the event that primary or alternate members cannot attend a scheduled meeting, the Component CCB member may designate a substitute with proxy authority.

i) Minute Preparation: The CCB Secretary will prepare minutes of all CCB meetings and all SCRWG meetings. Tasks assigned during meetings will be listed and attached to the minutes.

j) Tracking System: CPMS is responsible for implementing a system to track SCRs. The system will be capable of sorting and selecting SCRs based on the particular modern DCPDS application (i.e., Oracle HR Federal, COREDOC, OTA), date, Component, and SCR identification number, and electronic routing for coordination.

k) Requirements Document: The Component submitting an SCR develops the supporting requirements document. CPMS will advise the Component on content and format, and submit the requirements document to the contractor, as appropriate.

Open Requests: A limited number of SCRs will be considered for submission to the contractor each quarter. However, SCRs remain open until integrated into the modern DCPDS, closed by the submitting Component, or closed by the CCB. If a

submitting Component requests that an SCR be closed, the Component will coordinate the request with the CCB members and submit the coordinated request to the CCB Secretary.

m) Videoconference or Teleconference Use: When available and appropriate, video and teleconference capabilities will be used for SCRWG and CCB participation.

n) Task Lists: The CCB Secretary will maintain task lists from the CCB and SCRWG meetings. The CCB Secretary will provide status updates on each task during scheduled CCB meetings.

o) Authorized SCR Submissions: Each CCB voting member will submit a list of individuals from their organization who are authorized to submit SCRs. The CCB Secretary will maintain this list, validate submissions, and acknowledge receipt of proposed SCRs. The CCB Chairperson may add additional names as necessary, for non-CCB members authorized to submit SCRs (e.g., Acquisition).

p) CCB SOP Revision: CCB members may propose changes to this SOP. Recommendations will be submitted to the CCB Chairperson for coordination and discussion at the next scheduled CCB meeting.

4. Document Maintenance: The CPMS Regionalization and Systems Modernization Division and the Vendor Management Office are the primary proponents for this procedure and will maintain all supporting records and documentation.

CPMS, Acting Director

4/18/2
Date

DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

CHANGE REQUEST TRANSMITTAL	☐	CPMS Control #:	Date Submitted to LMSI:
SYSTEM CHANGE REQUEST	☐		

CPMS Originator's Information:

Name: Phone: Email: Date:	Requested Implementation Date: Agency POC: Remarks:

Approval Information

Name and Phone #:	Email:	Date:
Title:		

Legislation Change Reference and Effective Date:

Requirement Change	☐	Delete	☐	Add	☐ LOV(s) or Table(s)
Requirement Change	☐	Delete	☐	Add	☐ Business Rule(s)
Requirement Change	☐	Delete	☐	Add	☐ Data Element(s)

(Provide detail description of required system change. Attach word document(s) or excel spreadsheet(s) along with this form.)

Systems Affected	☒ Oracle HR	☐ Oracle FED	☐ Interfaces	☐ CSU	☐ CMIS

Coordination/Comment/Notification

	Name	Date	Comments
DFAS			
CCB			
ERB			
Resumix			
Oracle Fed			
Security			
DMDC			

Lockheed Martin Implementation Information

☐ Concur	☐ Return (explain below)	☐ Costing	Release/Patch #s and Implementation Date:

LMSI Remarks:

Name:	Title:	Date: